

Skills Recognition application guide and forms.

The Skills Recognition Process

Skills Recognition is the formal recognition of the skills and knowledge you have acquired regardless of how or where they have been attained

- Previous formal training/education (with a registered training organisation (RTO))
- Previous informal training/education
- Work experience (paid or unpaid work)
- Voluntary work
- Life experience

Skills recognition can be achieved in a unit/s of competency or an entire qualification without having to attend formal training.

Below is an outline of the process.

Step 1

Complete an MHST&E enrolment form and Student application form to initiate enrolment into the qualification. Complete this application form and identify the units you wish to gain Skills Recognition for.

Step 2

Contact the Training & Education Manager to arrange an Enrolment interview and Skills Recognition evaluation.

Step 3

At the interview be prepared to discuss your enrolment, initial Skills Recognition application form ,extra required documentation , Fees and Charges and payment options.

Additional evidence recommended to support an initial application must include:

- *Resume*
- *Qualifications/Certificates/results of assessment*
- *Indentures/trade papers*
- *Results/statement of attendance/certificates – in house courses, workshops, seminars*
- *Results/statements of attendance/ certificates – club courses e.g. first aid, officials, surf life saving, etc*

If your application includes RPL for any particular units of competency, the Manager will then explain the 'Assessment Only' process.

Should you agree to continue with your Skills Recognition application, Step 4 will be implemented.

Step 4

Your enrolment and initial application will be processed within MHS T&E RTO Administration.

You will receive copies of your Student Enrolment, Personal Information report and the Unit Enrolment report detailing the credits awarded and Units of Competency due for an RPL outcome .

- Within (approx') 2 weeks of your deposit being paid you will be required to attend a meeting with the RPL assessor where you will receive your full set of Assessment Tools which will include but not limited to:
- Project Work guidelines
- Verbal and written questions
- Third party verifications.

You will discuss the requirements of each assessment tool and agree on the required submission content.

You will also agree on a time frame for evidence gathering and submission. This should not be longer than 3 weeks per unit of competency.

There are numerous types of evidence you can provide to successfully gain RPL/RCC in addition to your completed assessment tool.

Four such categories are:

- 1 Direct evidence – questions undertaken with our assessor, observations in the workplace by our assessor.
- 2 Indirect evidence – statements by your employer regarding your work performance (written or verbal); samples of work; performance appraisals
- 3 Personal statements – details outlining the functions you undertake and work activities
- 4 Supplementary evidence – any further information you provide

Evidence recommended to support the second stage of your application may include:

- Any licences
- Endorsed photographs of work undertaken or produced
- Work examples
- Diaries/task sheets/job sheets/log books
- Membership of relevant professional associations
- Hobbies/interests/special skills outside work
- References/letters from previous employers/supervisors/appraisal documents.
- Industry awards
- Any other documentation that may demonstrate industry experience related to units applied for

Depending on the industry you have worked in, you may or may not have documentary evidence available.

This should not deter you from seeking RPL as the Assessor will work with you during the RPL process. If this is the case , you may need to supply contact details of one or two work referees who can confirm your skills in the industry.

*The interview may be done face to face by phone .

Note: for your application to be accepted you must be enrolled and have paid the associated fee.

Step 5

As per the agreed date in Stage 4 , Submit your **completed and entire Final Assessment Tool** to MHS Training and Education. If you are unable to submit by the agreed date you must contact T&E to renegotiate another date.

Should the portfolio of evidence contain additional documentation these must be clearly labelled with your details and state which Unit of Competency the evidence pertains to.

Step 6

An assessor will review the information you have provided and match your Final Assessment tool and any additional evidence to the outcomes within each unit of competency of the qualification.

At this point, you may be contacted to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you.

You may be required to answer community services industry related questions to identify your current skills.

Outcomes

Evidence:

There are a number of criteria underpinning an assessment of current competence or decision-making in the RPL process. These include:

- Currency – are your skills current; do you still use these skills regularly in this employment; is your evidence recent?
- Relevance – is the evidence you collected relevant to the course you're claiming; are your previously acquired skills relevant to your current workplace?
- Authenticity/Validity – Can you prove that you actually have these skills and knowledge; can you obtain verification of these skills?
- Quality – are you able to perform these skills to industry standards; is there sufficient evidence to prove you are competent?

Step 8 (optional)

The assessor may conduct a practical skills observation/demonstration at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Step 9

On completion of the assessment, the Training and Education Manager will arrange a meeting with you to discuss the outcomes and provide you with an Enrolment report detailing the Units of Competencies that you have been awarded the full RPL outcome for.

If you do have skill gaps, these may be addressed through flexible training.

PLEASE PROCEED TO THE APPLICATION FORM.

(DO NOT SUBMIT THE GUIDE)

Skills Recognition application form.

Student information

Surname:

First name:

Student no:

Date of birth:

Address:

Email:

Phone: (work)

Phone: (home)

Phone: (mobile)

Qualification/Program code:

Qualification/Program name:

Further Education and Training	
Have you undertaken any nationally accredited qualifications training.	YES <input type="checkbox"/> / NO <input type="checkbox"/>
If Yes	
Name of Qualification(s)	
1.	
2.	
3.	
Training completion Date (month, year)	
1.	
2.	
3.	
Name and address of institution	
1.	
2.	
3.	
Are you applying to complete a Double Diploma . YES <input type="checkbox"/> / NO <input type="checkbox"/>	***** Your application MUST include a certified copy of the original qualification and transcript. Is there any further information you wish to give in support of your application

Applicant Employment History Form

You can attach a resume if you prefer.

Name and Address of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below:

*** Note- You can provide evidence for your RPL application following your meeting with the Training and Education Manager where further clarification can be sort.

Document Description (e.g. resume, photos, awards etc)	
DOCUMENT	Qualification and/or units of competency evidence can be aligned to.

I hereby certify that the information provided and the documentation attached is true and correct

Name of Applicant:

Signed:

Date:

